

Little Traverse Bay Bands of Odawa Indians

Job Posting



Job Title: Part-Time Transporter
Department: Health
Reports to: Community Health Manager
Status: Non-Exempt
Salary Level: \$15.98 to \$22.37 per hour/(\$33,232 to \$46,525) Annually
Terms: B21
Part Time (20 hours per week)
Grant Funded Position: position ends 9/30/24
Opens: March 24, 2023
Closes: April 07, 2023

SUMMARY: Provides holistic health care services to individual clients and the community that promotes and maintains wellness in a culturally appropriate manner. Transports patients to medical appointments in caring and compassionate manner. Provides excellent customer service and represents LTBB Health Department in a professional and positive manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides excellent customer service to clients, vendors and fellow employees. Represents the LTBB Health Department in a professional and positive manner.
- Responsible for ensuring that patients receive exemplary customer service and are treated with respect and served in a timely manner.
- Provide transportation to medical appointments and/or accompany clients to medical appointments to ensure continuity of care. May interpret medical terminology for clients and family when appropriate.
- Transporting means getting out of the car and assisting the patient to the vehicle as necessary, as well as conversing with the patient while in the car as appropriate, and assisting the patient from the vehicle to the door of the medical appointment as necessary.
- Document assessment using the R.P.M.S./E.H.R. system, report to supervisor and collaborate in the development of a client centered plan of care.
- Advocate between client and health services. Work collaboratively with other health care agencies and with other LTBB departments to identify and eliminate barriers to health care services.
- Transporter is a mandated reporter and must report any concerns to the Clinic Nurse/Manager or Medical Director, and submit Adult Protective Services reports as necessary.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent. Clean driving record required. Must have or be able to obtain Chauffeur's License. Previous experience helping elders preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Must be compassionate towards Elders and willing to assist Elders. Must be able to work successfully in a team environment. To perform the job successfully individual must have strong computer skills with experience in MS Word, MS Excel and RPMS. Must have strong communication skills. Must have excellent customer services skills. Must have excellent written and verbal skills. Must have a positive job history with former employees, including LTBB.

COMMENTS:

Indian preference will apply. Individuals must pass a thorough background investigation, including criminal and employment. Individual must have a positive job history. Individual must take TB test and get influenza vaccination annually due to working in a health setting.